

# AGENDA

All items are for discussion and possible action.  
Perquimans County Board of Commissioners  
Perquimans County Library Meeting Room  
June 2, 2026  
7:00 p.m.

Board of Equalization & Review will meet at 6:50 p.m.

**I. Call to Order**

**II. Prayer & Pledge**

**III. Approval of Agenda**

**IV. Consent Agenda**

*(Consent items as follows will be adopted with a single motion, second and vote, unless a request for removal of an item or items is made by a Commissioner or Commissioners.)*

- A. Approval of Minutes May 4, 2026, Regular Meeting, May 18, 2026, Special Called Meeting, and May 21, 2026 Budget Work Session
- B. Tax Refunds & Tax Release Approvals
- C. Personnel Matters
  - 1. New Employee: Certified Deputy
  - 2. New Employee: Social Worker III
  - 3. New Employee: Veterans Service Officer
  - 4. New Employee: Non-Certified Telecommunicator
  - 5. New Employee: Non-Certified Telecommunicator
  - 6. Reclassification: MIH Coordinator
  - 7. Reclassification: Advanced Emergency Medical Technician
  - 8. Reclassification: Paramedic II
  - 9. Reclassification: Social Worker III
  - 10. Step Increase: Certified Deputy
  - 11. Step Increase: Certified Deputy
  - 12. Resignation: Emergency Medical Technician
  - 13. Resignation: Certified Deputy
  - 14. Resignation: Planning Assistant
  - 15. Removal from Roster: PT Certified Telecommunicator

**V. Introductions & Recognitions of Service**

- A. Water: Water Clerk I
- B. DSS: Social Worker (2)
- C. DSS: Income Maintenance Caseworker (2)
- D.

**VI. Scheduled Appointments**

- A. Bobby Lowe – Trillium Health Resources
- B. Bill Jennings – Tax Collection Report

**VII. Budget Presentation FY2026-2027**

**VIII. Commissioner's Concerns/Committee Reports**

- A. Wallace Nelson – NC Education Lottery Fund Annual Report

**IX. Old Business**

- A. Updates from County Manager

**ACTION  
REQUIRED**  
→

**ACTION  
REQUIRED**

**NO  
ACTION  
REQUIRED**

**POSSIBLE  
ACTION  
REQUIRED**

**NO  
ACTION  
REQUIRED**

POSSIBLE  
ACTION  
REQUIRED

X. **New Business**

- A. Cleaning Contracts
- B. Board Appointments – Senior Tarheel Regional Council Member & Recreation Advisory Committee
- C. Albemarle Plantation – BRIC Grant

NO  
ACTION  
REQUIRED

XI. **Unscheduled Appointments/Public Comments**

*(If you wish to address the Board, please state your name for the record prior to speaking)*

- A.
- B.
- C.

ACTION  
REQUIRED

**Closed Session: Per N.C.G.S. §143-318-11 (5) to discuss a property matter, and (6) for personnel matters, and to approve Closed Session minutes.**

*(After the Closed Session, the Board is subject to return to Open Session and may take action as needed on any items discussed during the closed session.)*

ACTION  
REQUIRED

XII. **Adjournment**

★ Additions to the Agenda

**NOTES FROM THE COUNTY MANAGER**

**June 2, 2026**

**7:00 p.m.**

**CONSENT AGENDA NOTES**

*(Consent items as follows will be adopted with a single motion, second and vote, unless a request for removal from the Consent Agenda is heard from a Commissioner)*

**IV. Enclosures:** Items included on the Consent Agenda are enclosed.

*If you wish to discuss any of these matters, please make that request during the meeting.*

- A. Minutes from May 4, 2026, Regular Meeting & May 18, 2026, Special Called Meeting, and May 21, 2026 Budget Work Session.
- B. Tax Refunds & Tax Release Approvals
- C. Personnel Matters

Dept	Employee Name	Employee Status	Employee Job Title	Grade/Step	New Salary	Effective Date
Sheriff	G’Nasia Moore	Full Time	Certified Deputy	68/1	\$46,209	06/01/2026
DSS	Caleb Ayers	Full Time	Social Worker III	69/2	\$49,496	06/01/2026
Veterans Services	Cheryl Burns-Stephens	Part Time	Veterans Service Officer	n/a	\$8,628	06/01/2026
911	Nicole Allegue	Part Time	Non-Certified Telecommunicator	60/1	\$15.62/hr.	05/01/2026
911	Alyssa Walton	Part Time	Non-Certified Telecommunicator	60/1	\$15.62/hr.	05/01/2026
EMS	Patricia-Mountjoy Riddick	Reclass to Full Time	MIH Coordinator	70/5	\$55,637	06/01/2026
EMS	Dakota Mayo	Reclassification	AEMT	66/1	\$20.35/hr.	06/01/2026
EMS	Paige Thompson	Reclassification	Paramedic II	69/2	\$23.80/hr.	06/01/2026
DSS	Heidi Long	Reclassification	Social Worker III – APS	69/2	\$49,496	06/01/2026
Sheriff	Taylor Dickey	Step Increase	Certified Deputy	68/4	\$49,735	06/01/2026
Sheriff	Brandyn Snyder	Step Increase	Certified Deputy	68/3	\$48,521	06/01/2026
EMS	Jessica Owens	Resignation	EMT			05/07/2026
Sheriff	Joshua Russell	Resignation	Certified Deputy			05/29/2026
Planning	Trevor Miles	Resignation	Planning Assistant			06/05/2026
911	Kylie Felton	Removal from Roster	PT Certified Telecommunicator			04/15/2026

**V. The following Introductions of new employees & Recognitions of Service will be done:**

**Introduction of New Employees**

Department Head	Employee Name	Employee Job Title	Effective Date
Nick Lories	Keri Hobson	Water Clerk I	04/27/2026
Angela Jordan	Catherine Puhl	Social Worker I	05/01/2026
Angela Jordan	Tikeyla Alston	Social Worker I	05/01/2026
Angela Jordan	Brianne Green	Income Maintenance Caseworker	05/04/2026
Angela Jordan	Shamika Hinton	Income Maintenance Caseworker	05/01/2026

**Recognition of Service**

Department Head	Employee Name	Employee Job Title	Service Time
Howard Williams	Amanda Layden	Water Clerk I	10 years
Brandon Shoaf	Rebecca Corprew	Clerk to the Board	20 years

**VI. Scheduled Appointments:**

- A. Bobbie Lowe – Trillium Health Resources – Annual Report
- B. Bill Jennings – Tax Collection Report

**VII. Commissioner's Concerns / Committee Reports**

- A. Wallace Nelson will speak on the NC Education Lottery Annual Report to the Public FY2025

**VIII. Old Business**

- A. Updates from the County Manager

**IX. New Business**

- A. Cleaning Contracts for Perquimans County Library, Albemarle Commission, and the NextGen building

B. Board Appointments

- a. – Senior Tarheel Regional Council Member –There are two people interested in serving. One comes through request of the Albemarle Commission, Albemarle Agency on Aging. The other is an application received by a member of the community and an employee of Perquimans County Center for Active Living. The Board will need to choose one and vote, as there is only one seat available.
- b. Recreation Advisory Committee: Rodney Lassiter, James Bunch, George Long Jr, and Commissioner Joseph Hoffer are all willing to continue to serve on the Recreation Advisory Committee for another 3-year term.
- C. Albemarle Plantation BRIC Grant – AP is requesting to enter into a public/private partnership for the purpose of applying for and the potential receipt of the BRIC Grant.

**CLOSED SESSION: §143-318-11**

(5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

 Additions to the Agenda

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REGULAR MEETING

May 4, 2026

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, April 6, 2026, at 7:00 p.m. in the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944.

MEMBERS PRESENT: Wallace E. Nelson, Chairman Charles Woodard, Vice Chairman
Timothy J. Corprew James W. Ward
Joseph W. Hoffler Kathryn M. Treiber

MEMBERS ABSENT:

OTHERS PRESENT: Brandon Shoaf, County Manager
Rebecca T. Corprew, Clerk to the Board Hackney High, County Attorney

Chairman Nelson called the meeting to order. Charles Woodard gave the invocation, and the Chairman led the Pledge of Allegiance.

AGENDA

Chairman Nelson stated that the Agenda was at their seats and asked if there were any additions or corrections to the Agenda. There being none, Chairman Nelson asked for a motion to approve the amended Agenda as presented. James W. Ward made a motion to approve the Agenda as presented. The motion was seconded by Timothy J. Corprew and unanimously approved by the Board.

CONSENT AGENDA

Chairman Nelson asked if there were any items that the Board wished to remove from the Consent Agenda to discuss. There being none, James W. Ward made a motion to approve the Consent Agenda. The motion was seconded by Timothy J. Corprew and unanimously approved by the Board.

A. Approval of Minutes: The minutes of April 6, 2026 Regular Meeting, April 20, 2026 Work Session (cancelled), April 22, 2026 Budget Session, April 23, 2026 Budget Session, and April 28, 2026 Budget Session were approved.

B. Tax Refund / Release Approvals:

Tax Refunds (Perquimans County):

David Schmelter Jr. ----- \$194.69
Customer is active military and should be exempt. Account No. 86490825

C. Personnel Matters: The following personnel matters were approved by the Board:

Table with 7 columns: Dept, Employee Name, Employee Status, Employee Job Title, Grade/Step, New Salary, Effective Date. Rows include employees like Jeffrey Silk, Keri Hobson, Catherine Puhl, etc.



- D. **Budget Amendment No. 28:** The following budget amendments were approved by the Board:

**BUDGET AMENDMENT NO. 28  
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-032	Grants – Senior Programs	3,750	
10-660-320	CAL- Inventory Item	3,750	
<b>EXPLANATION: To amend the FY25/26 Budget to include a Digital Opportunity Grant as awarded by Albemarle Commission for CAL technology updates during May 2026.</b>			

- E. Perquimans County Library Advisory Board – By Laws Change & Regional Council Members: The Perquimans County Library Advisory Board voted to change the By Laws to reflect quarterly meeting dates from bi-monthly meeting dates. In addition, the Advisory Board also approved for two members, Jennifer Poppert and Frank W. Heath, to serve on the Regional Council. The Perquimans County Library Advisory Board is asking for the Board of County Commissioners' approval on these two matters.
- F. GASB 73 Reporting for Special Separation Allowance – Annual Participation Form Renewal for Current Law Enforcement Receiving Benefits
- G. Older Americans Proclamation Month is May of every year. The Albemarle Area on Aging is asking for the Boards support in recognizing this month in Perquimans County.
- H. Elder Abuse Awareness Day is June 15, 2026. The Albemarle Area on Aging is asking for the Boards support in recognizing this day in Perquimans County.
- I. TDA – Industry Representative – Mary White – Springfield Inn Bed & Breakfast – 2 yr term  
Trillium Advisory Board – Diane Waters – unlimited term
- J. Surplus Equipment – Approval requested for sale of Kohler Generator for \$501.00 & the 2001 Ford Ambulance for \$2,225.00.

**INTRODUCTION OF EMPLOYEES**

The following new employees were introduced to the Board:

Department Head	Employee Name	Employee Job Title	Effective Date
Jonathan Nixon	Kelly Swinson	Non-Certified Telecommunicator	04/01/2026
Shelby White	Mike Boone	Certified Deputy / SRO	04/01/2026

**SCHEDULED APPOINTMENTS:**

1. Proclamation Honoring the Life of Lloyd Ray Morgan: Chairman Nelson read the proclamation honoring the life of Lloyd Ray Morgan, highlighting his public service as Mayor of Winfall and as a volunteer fireman for Winfall Volunteer Fire Department. Many family members were present including his wife, children, and grandchildren.
2. Steven Murray – Representative for the Perquimans County Fire Chiefs Association: Mr. Murray is presented a budget request to the Board for FY2026-2027 county contributions. The request is a mutual request on behalf of all volunteer fire departments in the county. The PCFCA would like to request \$155,000 (one-hundred fifty-five thousand dollars) per department per fiscal year. He cited the rising costs of equipment and apparatus. Chairman Nelson thanked the fireman for attending and for their service to the County. Commissioner Woodard mentioned that our small county is very fortunate to have the volunteer service and thanked them for their service. Commissioner Hoffer also thanked them for their service and stated that the knows the support is very important, emphasizing the need for a response and recognizing the reality that without support, there is no response. The Chairman responded, stating that the Board will consider the request during the budget process over the next few weeks.
3. Bill Jennings – Tax Administrator: Bill Jennings presented the collection report to the Board through April 2026.



## COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

Chairman Nelson shared a video from NCACC regarding the ongoing property tax reform issues the state is facing. Chairman Nelson urged the residents and local government employees to express their concerns with legislators about the potential change in property tax reform, which will severely limit the property tax revenue a county can collect, therefore, impacting the public services the citizens receive.

Chairman Nelson mentioned that the Regular Meeting for June 1, 2026 will need to be moved to Tuesday night, June 2, 2026 due to training sessions being attended by Chairman and Vice Chairman. There was no objection to this.

### OLD BUSINESS:

County Manager Shoaf updated the Board regarding the meeting with Chowan County Water System. Chowan is anticipating the operation of a new water plant within 5 years. Mr. Shoaf states that there will be a potential of purchasing water from Chowan, similar to the agreement with Pasquotank County. The Bethel Water Plant is very close to capacity with the subdivisions that have been approved. Purchasing water from Chowan will delay the need to expand the Bethel Water Plant.

County Manager Shoaf informed the Board that the Veterans Affairs position will be posted soon. The new employee will have some time to train under Ron Stites, as he is leaving at the end of the calendar year.

County Manager Shoaf updated the Board regarding the Planning for repurposing the Hertford Grammar School. Mr. Shoaf and Mr. Hite met with department heads to discuss office space needs and storage. Mr. Hite will work on initial drawings and get back to the Board.

County Manager Shoaf updated the Board about the PCIS, stating they are expecting substantial completion by Memorial Day.

County Manager Shoaf updated the Board about changes from the Department of Insurance regarding coverage of the new intermediate school. The county is required to add the PCIS to the insurance policy and will likely have to pick up PCHS in the fall. We can be reimbursed from the school system.

County Manager Shoaf reported that the Perquimans River was a finalist in the "Best of the Albemarle" awards for being most scenic spot in the Albemarle Area.

County Manager Shoaf is discussing the Interlocal Agreement between the TOH and Perquimans County Sheriff Office. 2% requested

County Manager Shoaf informed the Board that 5 buildings need cleaning contracts, as the current contactors have given their notices to cancel their contracts with the required 30 days' notice. He will be working on finding appropriate replacements.

County Manager Shoaf shared a video highlighting the Marine Industrial Park, completed by Electricities, highlighting the unique position of our marine park along the coast of NC.

County Manager Shoaf updated the Board regarding the pending contract between the Town of Hertford and the Perquimans County Sheriff's Office. Mr. Shoaf is requesting a two percent increase for years two and three. The Town of Hertford has hired a grant writer that will focus on law enforcement officers. Mr. Shoaf will provide updates on the contract for approval.

### NEW BUSINESS

#### A. RESOLUTION OPPOSING MODIFICATIONS TO COUNTY PROPERTY TAX AUTHORITY:

Chairman Nelson shared a resolution, seeking support and approval from the Board to adopt the resolution. A motion was made by Charles Woodard to approve the resolution opposing modifications to county property tax authority. The motion was seconded by Kathryn Treiber and unanimously approved by the Board.

B. PENNY SHORTAGE PROCEDURES FOR ALL COUNTY OFFICES: County Manager Shoaf presented a County Policy for Penny Shortage. As a result of the U.S. Mint no longer producing pennies, there needs to be a policy to handle the changes. The policy will allow departments to credit or charge on the next billing cycle for a balance not to exceed .04 cents, excluding property tax receipts. A motion was made by Timothy J. Corprew to adopt the Penny Shortage policy as presented. The motion was seconded by James W. Ward and unanimously approved by the Board.



C. TRAVEL POLICY: County Manager Shoaf presented a County Policy for Travel Policy. The policy will keep data collection centered and reimbursement rates consistent across departments, as well as allow for Social Services to claim Federal and State reimbursement for travel expenses for employees. The reimbursement rates will follow the State of NC reimbursement policy annually, without the need to amend or adopt a new policy. A motion was made by Kathryn Treiber to approve the Penny Shortage policy as presented. The motion was seconded by James W. Ward and unanimously approved by the Board.

D. ALBEMARLE DISTRICT JAIL- INTERLOCAL AGREEMENT: County Manager Shoaf presented an Interlocal Agreement to allow Chowan to join the ADJ. The agreement is also being presented in Chowan, Camden, and Pasquotank this month. The agreement will reduce the cost proportion for Perquimans from \_\_\_ to \_\_\_\_\_. A motion was made by Kathryn Treiber to approve the interlocal agreement as presented. The motion was seconded by Timothy J. Corprew and unanimously approved by the Board.

PUBLIC COMMENTS

Marc Christian addressed the Board regarding speed limits in the county. He feels that the speed limits in most places should be 35mph, due to accidents and deaths in the county. He stated that he has addressed the Board for the Town of Hertford as well.

Debera Long addressed the Board about the PCMS. Ms. Long states the citizens of Winfall are concerned about what will happen with the PCMS. She is asking the Board to state their plan to the public.

CLOSED SESSION:

Chairman Nelson stated that, pursuant to N.C.G.S. §143-318-11(4) the Board went into Closed Session to consult with the attorney regarding real estate matters and to approve Closed Session Minutes. A motion was made by Charles Woodard, seconded by James W. Ward, to go into the Closed Session. The motion was unanimously approved.

The Closed Session was adjourned, and the Regular Meeting reconvened on motion made by James W. Ward, seconded by Timothy J. Corprew, and unanimously approved by the Board.

No action was required from the Closed Session.

ADJOURNMENT

Chairman Nelson asked if there were any further comments or business to discuss. There being none, the Regular Meeting was adjourned at 8:28 p.m. on motion made by Timothy J. Corprew, seconded by James W. Ward and unanimously approved by the Board.

\_\_\_\_\_  
Wallace E. Nelson, Chairman

\_\_\_\_\_  
Clerk to the Board

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program services in Perquimans County. Perquimans EMS is seeking funding (estimated \$250,000 – \$300,000 for the first year) with no local match required to support two full-time MIH providers, MIH workforce recruitment and retention incentives, enhanced behavioral health response, improved care coordination, and strengthened partnerships with a goal of reducing emergency department visits and reducing EMS system burden, and staff training in trauma-informed care and substance use disorder treatment. The enhanced services will address behavioral health and substance use challenges in our community while strengthening local capacity with no cost to county taxpayers, and conserve opioid settlement funding. Timothy J. Corprew made a motion to allow Perquimans Emergency Services to apply for the NCOEMS Grant. The motion was seconded by Charles Woodard and unanimously approved by the Board.

- E. CLEANING CONTRACTS FOR EMERGENCY SERVICES, WATER, EXTENSION, AND ELECTION BUILDINGS: County Manager Brandon Shoaf reported that the current contractors for these buildings have given appropriate notice to end the contracts. Mr. Shoaf presented a contract for cleaning services at Emergency Services, Water Department, Extension Office, and the Board of Elections with Kimberly White. The contract amount is \$2,800.00 per month. James W. Ward made a motion to approve the contract. The motion was seconded by Kathryn Treiber and unanimously approved by the Board.
  
- F. BUDGET AMENDMENT NO. 29: Finance Officer Tracy Mathews requested approval of Budget Amendment No. 29 to amend the FY25/26 budget to allow for the purchase of a 2026 Ford Bronco for the Inspections Office. Timothy J. Corprew made a motion to approve the budget amendment. The motion was seconded by Kathryn Treiber and unanimously approved by the Board.
  
- G. BOARD APPOINTMENT – COA BOARD OF TRUSTEES: Judge Meader Harriss has submitted an application for the COA – Board of Trustees. Dr. Tanya Turner has resigned from her seat. Mr. Harriss will fill the seat effective 07/01/2026 – 06/30/2028, finishing Dr. Turner’s appointment term. Timothy J. Corprew made a motion to fill the seat, seconded by Charles Woodard.

ADJOURNMENT OF SPECIAL CALLED MEETING

Chairman Nelson asked if there were any further comments or business to discuss. There being none, the Special Called Meeting was adjourned at 8:26 pm on motion made by Timothy J. Corprew, seconded by James Ward and unanimously approved by the Board.

The Work Session has been cancelled.

\_\_\_\_\_  
Wallace E. Nelson, Chairman

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Clerk to the Board

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BUDGET WORK SESSION MEETING

May 21, 2026  
6:30 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, April 6, 2026, at 6:30 p.m. in the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944.

MEMBERS PRESENT: Wallace E. Nelson, Chairman                      Charles Woodard, Vice Chairman  
                                 Timothy J. Corprew    James W. Ward  
                                 Joseph W. Hoffer    Kathryn M. Treiber

MEMBERS ABSENT:

OTHERS PRESENT:     Brandon Shoaf, County Manager

Chairman Nelson called the meeting to order. Charles Woodard gave the invocation, and the Chairman led the Pledge of Allegiance.

AGENDA

Chairman Nelson stated that the Agenda was at their seats and asked if there were any additions or corrections to the Agenda. There being none, Chairman Nelson asked for a motion to approve the amended Agenda as presented. James W. Ward made a motion to approve the Agenda as presented. The motion was seconded by Timothy J. Corprew and unanimously approved by the Board.

BUDGET WORK SESSION

The Board reviewed each department's budget requests. No action was taken during the work session. County Manager Shoaf will deliver the FY2026-2027 Budget Presentation on June 2, 2026 during the Regular Meeting.

ADJOURNMENT

Chairman Nelson asked if there were any further comments or business to discuss. There being none, the Regular Meeting was adjourned at 9:20 p.m. on motion made by Timothy J. Corprew, seconded by James W. Ward and unanimously approved by the Board.

\_\_\_\_\_  
Wallace E. Nelson, Chairman

\_\_\_\_\_  
Clerk to the Board

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PERQUIMANS COUNTY  
EMPLOYMENT ACTION FORM

DATE SUBMITTED: 5-15-26

NAME: G'Nasia Daney Moore  Full Time  Part Time

POSITION: Certified Deputy DEPARTMENT: Sheriff's Office

NEW EMPLOYEE EFFECTIVE DATE: 6-1-2026

GRADE: 68 STEP: 1 ANNUAL SALARY: \$46,209 HOURLY RATE: \_\_\_\_\_

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY RATE: \_\_\_\_\_

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE:  
Date YEAR  2  3  4  
GRADE: \_\_\_\_\_ STEP \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF RECLASSIFICATION  
Date  CHANGE IN GRADE  MOVE TO FULL TIME  MOVE TO PART TIME  
NEW POSITION TITLE: \_\_\_\_\_  
NEW GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY: \_\_\_\_\_

\_\_\_\_\_ DATE OF  TERMINATION  RESIGNATION  REMOVAL FROM ROSTER  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT HEAD : [Signature] DATE: 5-14-26

COUNTY MANAGER : [Signature] DATE: 5-19-26

FINANCE OFFICER : \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVED BY CLERK TO THE BOARD: \_\_\_\_\_ BCC MEETING: \_\_\_\_\_



PERQUIMANS COUNTY  
EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 19, 2026

NAME: Caleb Ayers  Full Time  Part Time

POSITION: Social Worker III Adoptions/Licensing DEPARTMENT: Social Services

NEW EMPLOYEE EFFECTIVE DATE: June 1, 2026

GRADE: 69 STEP: 2 ANNUAL SALARY: \$49,496.00 HOURLY RATE: \_\_\_\_\_

ENDING DATE OF PROBATIONARY PERIOD: June 1, 2027

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY RATE: \_\_\_\_\_

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE:  
Date YEAR  2  3  4  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF RECLASSIFICATION  
Date  CHANGE IN GRADE  MOVE TO FULL TIME  MOVE TO PART TIME  
NEW POSITION TITLE: \_\_\_\_\_  
NEW GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY: \_\_\_\_\_


\_\_\_\_\_ DATE OF  TERMINATION  RESIGNATION  REMOVAL FROM ROSTER  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

THE ABOVE-NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT HEAD:  DATE: May 19, 2026

COUNTY MANAGER:  DATE: 5-22-26

FINANCE OFFICER : \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVED BY CLERK TO THE BOARD: \_\_\_\_\_ BCC MEETING: \_\_\_\_\_



PERQUIMANS COUNTY  
EMPLOYMENT ACTION FORM

DATE SUBMITTED: 5/28/2026

NAME: Cheryl Burns-Stephens       Full Time       Part Time

POSITION: Veterans Services Officer      DEPARTMENT: Veterans Services

NEW EMPLOYEE EFFECTIVE DATE: June 1, 2026

GRADE: n/g    STEP: n/g    ANNUAL SALARY: \$8,628    HOURLY RATE: \_\_\_\_\_

ENDING DATE OF PROBATIONARY PERIOD: June 1, 2027

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY RATE: \_\_\_\_\_

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE:  
Date YEAR       2       3       4  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF RECLASSIFICATION  
Date       CHANGE IN GRADE       MOVE TO FULL TIME       MOVE TO PART TIME  
NEW POSITION TITLE: \_\_\_\_\_  
NEW GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY: \_\_\_\_\_

\_\_\_\_\_ DATE OF       TERMINATION       RESIGNATION       REMOVAL FROM ROSTER  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT HEAD : \_\_\_\_\_ DATE: \_\_\_\_\_

COUNTY MANAGER : Bl. S. J. DATE: 5-28-26

FINANCE OFFICER : \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVED BY CLERK TO THE BOARD: \_\_\_\_\_ BCC MEETING: \_\_\_\_\_



PERQUIMANS COUNTY  
EMPLOYMENT ACTION FORM

DATE SUBMITTED: April 27, 2026

NAME: Nicole Allegue  Full Time  Part Time

POSITION: Non-Certified Telecommunicator DEPARTMENT: 911

NEW EMPLOYEE EFFECTIVE DATE: May 1, 2026

GRADE: 60 STEP: 1 ANNUAL SALARY: \_\_\_\_\_ HOURLY RATE: \$15.62

ENDING DATE OF PROBATIONARY PERIOD: May 1, 2027

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY RATE: \_\_\_\_\_

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE:  
Date YEAR  2  3  4  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF RECLASSIFICATION  
Date  CHANGE IN GRADE  MOVE TO FULL TIME  MOVE TO PART TIME  
NEW POSITION TITLE: \_\_\_\_\_  
NEW GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY: \_\_\_\_\_

\_\_\_\_\_ DATE OF  TERMINATION  RESIGNATION  REMOVAL FROM ROSTER  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT HEAD : [Signature] DATE: 05/19/26

COUNTY MANAGER : [Signature] DATE: 5-19-26

FINANCE OFFICER : \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVED BY CLERK TO THE BOARD: \_\_\_\_\_ BCC MEETING: \_\_\_\_\_



PERQUIMANS COUNTY  
EMPLOYMENT ACTION FORM

DATE SUBMITTED: April 27, 2026

NAME: Alyssa Walton

Full Time  Part Time

POSITION: Non-Certified Telecommunicator DEPARTMENT: 911

NEW EMPLOYEE EFFECTIVE DATE: May 1, 2026

GRADE: 60 STEP: 1 ANNUAL SALARY: \_\_\_\_\_ HOURLY RATE: \$15.62

ENDING DATE OF PROBATIONARY PERIOD: May 1, 2027

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY RATE: \_\_\_\_\_

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE:  
Date YEAR  2  3  4  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF RECLASSIFICATION  
Date  CHANGE IN GRADE  MOVE TO FULL TIME  MOVE TO PART TIME  
NEW POSITION TITLE: \_\_\_\_\_  
NEW GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY: \_\_\_\_\_

\_\_\_\_\_ DATE OF  TERMINATION  RESIGNATION  REMOVAL FROM ROSTER  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT HEAD : [Signature] DATE: 05/19/26

COUNTY MANAGER : [Signature] DATE: 5-19-26

FINANCE OFFICER : \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVED BY CLERK TO THE BOARD: \_\_\_\_\_ BCC MEETING: \_\_\_\_\_



PERQUIMANS COUNTY  
EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 6, 2026

NAME: Patricia Mountjoy-Riddick       Full Time     Part Time

POSITION: EMT      DEPARTMENT: EMS

NEW EMPLOYEE EFFECTIVE DATE: \_\_\_\_\_

GRADE: \_\_\_ STEP: \_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY RATE: \$ \_\_\_\_\_

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: \_\_\_ STEP: \_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY RATE: \_\_\_\_\_

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE:  
Date YEAR     2     3     4  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

6-1-2026 DATE OF RECLASSIFICATION  
Date     CHANGE IN GRADE     MOVE TO FULL TIME     MOVE TO PART TIME  
NEW POSITION TITLE: MIH Coordinator  
NEW GRADE: 70 STEP: 5 ANNUAL SALARY: \$ 55,637 HOURLY: 26.75

\_\_\_\_\_ DATE OF     TERMINATION     RESIGNATION     REMOVAL FROM ROSTER  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT HEAD : [Signature]      DATE: 05/07/2026

COUNTY MANAGER : [Signature]      DATE: 5-19-2026

FINANCE OFFICER : \_\_\_\_\_      DATE: \_\_\_\_\_

RECEIVED BY CLERK TO THE BOARD: \_\_\_\_\_      BCC MEETING: \_\_\_\_\_



PERQUIMANS COUNTY  
EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 20, 2026

NAME: Dakota Mayo  Full Time  Part Time  
POSITION: \_\_\_\_\_ DEPARTMENT: EMS

NEW EMPLOYEE EFFECTIVE DATE: \_\_\_\_\_  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY RATE: \_\_\_\_\_  
ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY RATE: \_\_\_\_\_

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE:  
Date YEAR  2  3  4  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

6-1-2026 DATE OF RECLASSIFICATION  
Date  CHANGE IN GRADE  MOVE TO FULL TIME  MOVE TO PART TIME  
NEW POSITION TITLE: Advanced Emergency Medical Technician  
NEW GRADE: 66 STEP: 1 ANNUAL SALARY: \_\_\_\_\_ HOURLY: \$ 20.35

\_\_\_\_\_ DATE OF  TERMINATION  RESIGNATION  REMOVAL FROM ROSTER  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT HEAD : [Signature] DATE: 05/19/2026

COUNTY MANAGER : [Signature] DATE: 5-19-2026

FINANCE OFFICER : \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVED BY CLERK TO THE BOARD: \_\_\_\_\_ BCC MEETING: \_\_\_\_\_



PERQUIMANS COUNTY  
EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 26, 2026

NAME: Paige Thompson       Full Time     Part Time

POSITION: Paramedic I      DEPARTMENT: EMS

NEW EMPLOYEE EFFECTIVE DATE: \_\_\_\_\_

GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY RATE: \_\_\_\_\_

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY RATE: \_\_\_\_\_

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE:  
Date YEAR     2     3     4  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

6/1/2026 DATE OF RECLASSIFICATION  
Date     CHANGE IN GRADE     MOVE TO FULL TIME     MOVE TO PART TIME  
NEW POSITION TITLE: Paramedic II  
NEW GRADE: 69 STEP: 2 ANNUAL SALARY: \_\_\_\_\_ HOURLY \$ 23.80

\_\_\_\_\_ DATE OF     TERMINATION     RESIGNATION     REMOVAL FROM ROSTER  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT HEAD : [Signature]      DATE: 05/26/26

COUNTY MANAGER : [Signature]      DATE: 5-28-26

FINANCE OFFICER : \_\_\_\_\_      DATE: \_\_\_\_\_

RECEIVED BY CLERK TO THE BOARD: \_\_\_\_\_      BCC MEETING: \_\_\_\_\_



PERQUIMANS COUNTY  
EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 13, 2026

NAME: Heidi Long  Full Time  Part Time

POSITION: Social Worker II APS DEPARTMENT: Social Services

NEW EMPLOYEE EFFECTIVE DATE: \_\_\_\_\_

GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY RATE: \_\_\_\_\_

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

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CURRENT: GRADE: 67 STEP: 4 ANNUAL SALARY: \$47,595.00 HOURLY RATE: \_\_\_\_\_

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE:  
Date YEAR  2  3  4  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

6/1/2026 DATE OF RECLASSIFICATION  
Date  CHANGE IN GRADE  MOVE TO FULL TIME  MOVE TO PART TIME  
NEW POSITION TITLE: Social Worker III APS  
NEW GRADE: 69 STEP: 2 ANNUAL SALARY: \$49,496.00 HOURLY: \_\_\_\_\_

\_\_\_\_\_ DATE OF  TERMINATION  RESIGNATION  REMOVAL FROM ROSTER  
Date

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\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

THE ABOVE-NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT HEAD :  DATE: May 13, 2026

COUNTY MANAGER :  DATE: 5-22-26

FINANCE OFFICER : \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVED BY CLERK TO THE BOARD: \_\_\_\_\_ BCC MEETING: \_\_\_\_\_



PERQUIMANS COUNTY  
EMPLOYMENT ACTION FORM

DATE SUBMITTED: 5-15-26

NAME: Taylor Dickey  Full Time  Part Time

POSITION: Certified Deputy DEPARTMENT: Sheriff's Office

NEW EMPLOYEE EFFECTIVE DATE: \_\_\_\_\_

GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY RATE: \_\_\_\_\_

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: 68 STEP: 3 ANNUAL SALARY: \$48,521 HOURLY RATE: \_\_\_\_\_

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

X 6-1-2026 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE:  
Date YEAR  2  3  4  
GRADE: 68 STEP: 4 SALARY: \$49,735

\_\_\_\_\_ DATE OF RECLASSIFICATION  
Date  CHANGE IN GRADE  MOVE TO FULL TIME  MOVE TO PART TIME  
NEW POSITION TITLE: \_\_\_\_\_  
NEW GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY: \_\_\_\_\_

\_\_\_\_\_ DATE OF  TERMINATION  RESIGNATION  REMOVAL FROM ROSTER  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT HEAD : Shelton White DATE: 5-14-26

COUNTY MANAGER : Bl. S. G. DATE: 5-19-26

FINANCE OFFICER : \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVED BY CLERK TO THE BOARD: \_\_\_\_\_ BCC MEETING: \_\_\_\_\_



PERQUIMANS COUNTY  
EMPLOYMENT ACTION FORM

DATE SUBMITTED: 5-15-26

NAME: Brandyn Snyder

Full Time  Part Time

POSITION: Certified Deputy

DEPARTMENT: Sheriff's Office

NEW EMPLOYEE EFFECTIVE DATE: \_\_\_\_\_

GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY RATE: \_\_\_\_\_

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: 68 STEP: 2 ANNUAL SALARY: \$47,366 HOURLY RATE: \_\_\_\_\_

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

X 6-1-2026 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE:  
Date YEAR  2  3  4  
GRADE: 68 STEP: 3 SALARY: \$48,521

\_\_\_\_\_ DATE OF RECLASSIFICATION  
Date  CHANGE IN GRADE  MOVE TO FULL TIME  MOVE TO PART TIME  
NEW POSITION TITLE: \_\_\_\_\_  
NEW GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY: \_\_\_\_\_

\_\_\_\_\_ DATE OF  TERMINATION  RESIGNATION  REMOVAL FROM ROSTER  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT HEAD : [Signature] DATE: 5-14-26

COUNTY MANAGER : [Signature] DATE: 5-19-26

FINANCE OFFICER : \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVED BY CLERK TO THE BOARD: \_\_\_\_\_ BCC MEETING: \_\_\_\_\_



PERQUIMANS COUNTY  
EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 7, 2026

NAME: Jessica Owens

Full Time  Part Time

POSITION: EMT

DEPARTMENT: EMS

NEW EMPLOYEE EFFECTIVE DATE: \_\_\_\_\_

GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY RATE: \_\_\_\_\_

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY RATE: \_\_\_\_\_

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE:  
Date YEAR  2  3  4  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF RECLASSIFICATION  
Date  CHANGE IN GRADE  MOVE TO FULL TIME  MOVE TO PART TIME  
NEW POSITION TITLE: \_\_\_\_\_  
NEW GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY: \_\_\_\_\_

5-7-2026 DATE OF  TERMINATION  RESIGNATION  REMOVAL FROM ROSTER  
Date

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \$ Hourly \_\_\_\_\_

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT HEAD : [Signature] DATE: 05/07/2026

COUNTY MANAGER : [Signature] DATE: 5-14-2026

FINANCE OFFICER : \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVED BY CLERK TO THE BOARD: \_\_\_\_\_ BCC MEETING: \_\_\_\_\_



PERQUIMANS COUNTY  
EMPLOYMENT ACTION FORM

DATE SUBMITTED: 5-15-26

NAME: Joshua Russell

Full Time  Part Time

POSITION: Certified Deputy

DEPARTMENT: Sheriff's Office

NEW EMPLOYEE EFFECTIVE DATE: \_\_\_\_\_

GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY RATE: \_\_\_\_\_

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY RATE: \_\_\_\_\_

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE:  
Date YEAR  2  3  4  
GRADE: 68 STEP: 3 SALARY: \$48,521

\_\_\_\_\_ DATE OF RECLASSIFICATION  
Date  CHANGE IN GRADE  MOVE TO FULL TIME  MOVE TO PART TIME  
NEW POSITION TITLE: \_\_\_\_\_  
NEW GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY: \_\_\_\_\_

5-29-26 DATE OF  TERMINATION  RESIGNATION  REMOVAL FROM ROSTER  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT HEAD : [Signature] DATE: 5-15-26

COUNTY MANAGER : [Signature] DATE: 5-14-26

FINANCE OFFICER : \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVED BY CLERK TO THE BOARD: \_\_\_\_\_ BCC MEETING: \_\_\_\_\_



PERQUIMANS COUNTY  
EMPLOYMENT ACTION FORM

DATE SUBMITTED: 5/28/2026

NAME: Trevor Miles       Full Time     Part Time  
POSITION: Planning Assistant      DEPARTMENT: County Manager's Office  
 NEW EMPLOYEE EFFECTIVE DATE: \_\_\_\_\_  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY RATE: \_\_\_\_\_  
ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY RATE: \_\_\_\_\_

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE:  
Date YEAR     2     3     4  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF RECLASSIFICATION  
Date     CHANGE IN GRADE     MOVE TO FULL TIME     MOVE TO PART TIME  
NEW POSITION TITLE: \_\_\_\_\_  
NEW GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY: \_\_\_\_\_

6/5/26 DATE OF     TERMINATION     RESIGNATION     REMOVAL FROM ROSTER  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT HEAD : \_\_\_\_\_ DATE: \_\_\_\_\_

COUNTY MANAGER : Al S. H. DATE: 5-28-26

FINANCE OFFICER : \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVED BY CLERK TO THE BOARD: \_\_\_\_\_ BCC MEETING: \_\_\_\_\_



PERQUIMANS COUNTY  
EMPLOYMENT ACTION FORM

DATE SUBMITTED: 4-15-2026

NAME: Kylie Felton

Full Time  Part Time

POSITION: Part Time Certified Telecommunicator II DEPARTMENT: 911

NEW EMPLOYEE EFFECTIVE DATE: \_\_\_\_\_

GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY RATE: \_\_\_\_\_

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

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CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY RATE: \_\_\_\_\_

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE:  
Date YEAR  2  3  4  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF RECLASSIFICATION  
Date  CHANGE IN GRADE  MOVE TO FULL TIME  MOVE TO PART TIME  
NEW POSITION TITLE: \_\_\_\_\_  
NEW GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_ HOURLY: \_\_\_\_\_

4-15-2026 DATE OF  TERMINATION  RESIGNATION  REMOVAL FROM ROSTER  
Date

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RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \$ Hourly \_\_\_\_\_

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT HEAD : [Signature] DATE: 4/15/26

COUNTY MANAGER : [Signature] DATE: 5-22-26

FINANCE OFFICER : \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVED BY CLERK TO THE BOARD: \_\_\_\_\_ BCC MEETING: \_\_\_\_\_



# CLEANING SERVICES AGREEMENT

This Cleaning Services Agreement (“Agreement”) is entered into on this 2<sup>nd</sup> day of June, 2026, by and between:

**Perquimans County** (hereinafter referred to as the “County”)

PO Box 45

Hertford, NC 27944

and

**Samantha Chappell** (hereinafter referred to as the “Contractor”)

348 Chinqaupin Road

Tyner, NC. 27980

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## 1. PURPOSE

The purpose of this Agreement is to establish the terms and conditions under which the Contractor will provide janitorial and cleaning services for designated Perquimans County facilities.

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## 2. TERM OF AGREEMENT

This Agreement shall begin on June 1, 2026, and shall continue for a period of one (1) year unless terminated earlier in accordance with the provisions of this Agreement.

Either party may terminate this Agreement by providing thirty (30) days written notice to the other party.

This Agreement contains all understandings and confirms all promises and stipulations between the parties.

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## 3. SERVICES TO BE PROVIDED

The Contractor agrees to provide routine cleaning and janitorial services for the following County facilities:

<b>Facility</b>	<b>Service Frequency</b>	<b>Estimated Hours</b>
Perquimans County Library	5 days per week	2 hours per day



**Cleaning services shall include, but are not limited to, the following:**

**Daily Tasks**

**Floors**

- Sweep outside entrances and walkways
- Vacuum/sweep walk-off mats
- Sweep hard surface floors as needed
- Mop hard surface floors as needed
- Spot mop VCT, tile, and other hard surfaces
- Vacuum carpets as needed
- Spot vacuum carpeted areas
- Mop break room/kitchen floors
- Mop restroom floors

**Offices, Open Areas, and Meeting Rooms**

- Empty all trash containers and replace liners
- Dust desks, filing cabinets, bookcases, chairs, and tables as needed
- Spot clean tabletops, workspace counters, and learning stations

**Restrooms**

- Clean and disinfect all fixtures including toilets, sinks, urinals, and seats
- Clean mirrors with glass cleaner
- Clean and polish pipes and fittings
- Clean partitions and walls as needed
- Refill and clean towel, tissue, and soap dispensers
- Empty trash and replace liners
- Sweep and mop with disinfectant cleaner
- Disinfect and sanitize door handles and push plates

**Break Room / Kitchen**

- Clean and sanitize sinks if free of dishes
- Clean and sanitize drinking fountains
- Wipe countertops, tables, and chairs with approved cleaner
- Empty trash and replace liners

**Glass**

- Clean entrance glass doors inside and outside as needed

**Weekly Tasks**

**Floors and Entrances**

- Extensively clean all hard surface floors
- Sweep exterior entrances and porch canopies, including removal of dirt, dust, bugs, and cobwebs

**Carpets**

- Detail and power vacuum all carpeted areas

**Offices, Open Areas, and Meeting Rooms**

- Dust office equipment including copiers and fax machines
- Dust phones and monitors without moving wires, papers, or files
- Spot clean desks if accessible
- Remove all cobwebs
- Spot clean walls, doors, and partitions
- Clean door frames, kick plates, light switches, fire extinguisher cabinets, and similar items
- Wipe down ventilation grills



## **Monthly Tasks**

- Dust baseboards
- Dust chair rails
- Dust picture frames
- Dust windowsills
- Clean front office windows

## **Quarterly Tasks**

- Dust all bookshelves thoroughly
- Clean interior windows in offices, meeting spaces, and common areas

## **Security and Access**

The Contractor agrees to:

- Report any unapproved personnel in County buildings to administration
- Not allow unauthorized individuals inside County facilities
- Maintain confidentiality regarding County operations and information
- Secure all buildings upon completion of services

The Contractor shall perform services in a professional and workmanlike manner.

Cleaning services may include, but are not limited to:

- Sweeping, mopping, and vacuuming floors
- Cleaning and sanitizing restrooms
- Emptying trash receptacles and replacing liners
- Dusting and wiping surfaces
- Cleaning glass and entryways
- Sanitizing commonly touched surfaces
- General upkeep necessary to maintain clean and sanitary facilities

The Contractor shall perform services in a professional and workmanlike manner.

The Contractor shall have a single point of contact with the County.

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#### **4. COMPENSATION**

Perquimans County agrees to pay Samantha Chappell for services rendered under this Agreement at the rate of One Thousand Two Hundred Dollars (\$1,200) per month.

The County further agrees to:

- Pay for any additional services beyond the agreed specifications, including annual stripping and waxing of VCT floors
- Notify Samantha Chappell of any additions to or changes in furnishings or floor coverings
- Provide sufficient storage space, adequate water, trash disposal facilities, plumbing, and electrical facilities necessary for completion of services
- Provide toilet paper, rolled paper towels, trash can liners, urinal screens, and hand soap.

Invoices shall be submitted monthly and payment terms shall be NET 10 days.

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#### **5. SUPPLIES, EQUIPMENT, AND CONTRACTOR RESPONSIBILITIES**

Beginning June 1, 2026, Samantha Chappell agrees to:

- Provide services as defined in the cleaning specifications contained within this Agreement
- Perform all work on schedule except when prevented by acts of God, accidents, or other circumstances beyond her control
- Maintain Workers' Compensation Insurance, Bodily Injury Liability Insurance, and Property Damage Liability Insurance for the duration of this Agreement

The Contractor shall be responsible for maintaining all equipment used in the performance of services.

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#### **6. INDEPENDENT CONTRACTOR**

The Contractor is an independent contractor and is not an employee of Perquimans County. The Contractor shall be solely responsible for payment of all taxes, insurance, and other obligations associated with independent contractor status.

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#### **7. INSURANCE AND LIABILITY**

The Contractor agrees to maintain appropriate liability insurance during the term of this Agreement, if required by the County.

The Contractor shall be responsible for any damages caused by negligent acts or omissions during the performance of services.

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**8. ACCESS AND SECURITY**

The County may provide the Contractor with access to County facilities as necessary to perform services.

The Contractor agrees to:

- Maintain confidentiality regarding County operations and information
- Secure all buildings upon completion of services
- Return any keys, access cards, or codes immediately upon termination of this Agreement

**9. TERMINATION**

Either party may terminate this Agreement with thirty (30) days written notice.

The County may terminate this Agreement immediately for:

- Failure to perform services satisfactorily
- Breach of contract terms
- Misconduct or unsafe practices
- Violation of County policies

**10. NON-DISCRIMINATION**

The Contractor agrees to comply with all applicable federal, state, and local laws related to nondiscrimination.

**11. GOVERNING LAW**

This Agreement shall be governed by and construed in accordance with the laws of the State of North Carolina.

**12. ENTIRE AGREEMENT**

This Agreement constitutes the entire understanding between the parties and supersedes all prior discussions or agreements related to the subject matter herein.

Any modifications to this Agreement must be made in writing and signed by both parties.

**SIGNATURES**

**PERQUIMANS COUNTY**

By: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

**CONTRACTOR**

By: Samantha P. Chappell  
 Samantha Chappell  
 Date: 5/22/2020



## Skills, Inc.

307 Commerce Dr.  
Elizabeth City, NC 27909



### SOW for Agreement to Perform Janitorial Services to Albemarle Commission Building

Date	Services Performed By:	Services Performed For:
May 22, 2026	Skills, Inc. 307 Commerce Dr. Elizabeth City, NC 27909	Albemarle Commission Building Perquimans County 128 N. Church Street, Hertford, NC 27944

This Statement of Work (hereinafter called the "SOW"), effective as of June 1, 2026, is entered into by and between Albemarle Commission Building ("Client") and Skills, Inc. ("Contractor"), and is subject to the terms and conditions specified below. The Exhibit(s) to this SOW, if any, shall be deemed to be a part hereof. In the event of any inconsistencies between the terms of the body of this SOW and the terms of the Exhibit(s) hereto, the terms of the body of this SOW shall prevail.

## Period of Performance

The Services shall commence on June 1, 2026, and shall continue through May 31, 2026. Services shall be provided during regular business hours Monday through Friday from 8:00 am to 5:00 pm except for state recognized holidays.

## Scope of Work

Contractor shall provide the Services as follows: (approximately 808.89 hours annually)

- Sweep outside sidewalks daily
- Empty all trash/waste baskets daily. Replace liners as needed. (34)
- Clean and disinfect all bathrooms daily (4)
  - Clean and disinfect all toilets and fixtures (16)
  - Restock supplies
  - Sweep, mop, and disinfect floors
  - Empty trash
- Disinfect all high contact areas (door handles, counters, tables, phones, and light switches) daily.
- Vacuum all carpeted areas and walk off mats weekly. (approximately 4306 sq. ft.)
- Clean and disinfect kitchen area once weekly
  - Sweep and mop floors
  - Wipe/disinfect counter and tables.
  - Damp wipe sinks and fixtures
  - Clean microwave (weekly)
  - Wipe down refrigerator (Quarterly)
  - Empty waste containers
- Sweep and mop all tiled areas (lobby, conference room, etc...) weekly (approximately 4114 sq. ft.)
- Low dust all common areas weekly.



## Contractor Responsibilities

Skills, Inc. shall provide janitorial services to include: labor and supervision, standard cleaning chemicals (Envirox H2Orange), dusting rags, and mop heads, needed to perform janitorial services. The contractor shall provide SDS sheets upon request.

The contractor shall ensure that these services are performed in a manner that ensures the health and safety of client's employees and customers and both the sanitary conditions and esthetic appearance of the building. These services shall be furnished in a manner that provides superior customer service and well maintained facilities that present a neat and professional appearance in accordance with all the terms and conditions of the contract.

Contractor will have liability insurance and Contractor's employees will be covered under contractor's worker's compensation.

## Client Responsibilities

Client will provide adequate storage space for all cleaning supplies (i.e. janitorial closets in each building), all paper products such as paper towels and toilet paper, hand soap, trash can liners, dust mop heads/frames or brooms, mop buckets/wringers, toilet mops, cleaning cart, vacuum, cleaning chemicals or supplies, or other necessary or requested items not provided by the Contractor as stated above. Client will provide access to water and a drain for cleaning purposes, dumpster for waste disposal, and access to their facilities at the agreed upon times.

## Fee Schedule

This engagement will be conducted on a Time & Materials basis. The total value for the Services pursuant to this SOW shall not exceed **\$16,460.76** unless otherwise agreed to by both parties.

Janitorial services for Albemarle Commission Building will be **\$16,460.76** per year (\$1,371.73 per month)

Upon completion of this Performance Period, Contractor and Client will have the option to renew this agreement for an additional then-stated number of hours at the then-current hourly rate for those resources identified.

Bill To Address	Client Project Manager	Client Cost Center
Perquimans County 128 N. Church Street, Hertford, NC 27944	Brandon Shoaf, County Manager	N/A

## Invoice Procedures

Client will be invoiced monthly for the janitorial services. Standard Contractor invoicing is assumed to be acceptable. Invoices are due 30 days after receipt.



## Completion Criteria

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Contractor shall have fulfilled its obligations when any one of the following first occurs:

- Contractor accomplishes the Contractor activities described within this SOW.
- Contractor and/or Client has the right to cancel services provided with 30 days' advance written notice to the other party.

IN WITNESS WHEREOF, the parties hereto have caused this SOW to be effective as of the day, month and year first written above.

Albemarle Commission Building

Skills, Inc.

By: \_\_\_\_\_  
Name: Brandon Shoaf  
Title: County Manager

By: \_\_\_\_\_  
Name: Kirk DeVine  
Title: Executive Director



## Skills, Inc.

307 Commerce Dr.  
Elizabeth City, NC 27909



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### SOW for Agreement to Perform Janitorial Services to NextGen Building

Date	Services Performed By:	Services Performed For:
May 22, 2026	Skills, Inc. 307 Commerce Dr. Elizabeth City, NC 27909	NextGen Building Perquimans County 128 N. Church Street, Hertford, NC 27944

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This Statement of Work (hereinafter called the “SOW”), effective as of June 1, 2026, is entered into by and between NextGen Building (“Client”) and Skills, Inc. (“Contractor”), and is subject to the terms and conditions specified below. The Exhibit(s) to this SOW, if any, shall be deemed to be a part hereof. In the event of any inconsistencies between the terms of the body of this SOW and the terms of the Exhibit(s) hereto, the terms of the body of this SOW shall prevail.

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### Period of Performance

The Services shall commence on June 1, 2026, and shall continue through May 31, 2026. Services shall be provided during regular business hours Monday through Friday from 8:00 am to 5:00 pm except for state recognized holidays.

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### Scope of Work

Contractor shall provide the Services as follows: (approximately 808.89 hours annually)

- Sweep outside sidewalks daily
- Empty all trash/waste baskets daily. Replace liners as needed. (11)
- Clean and disinfect all bathrooms daily (2)
  - Clean and disinfect all toilets and fixtures (4)
  - Restock supplies
  - Sweep, mop, and disinfect floors
  - Empty trash
- Disinfect all high contact areas (door handles, counters, tables, phones, and light switches) daily.
- Vacuum all carpeted areas and walk off mats weekly. (approximately 2500 sq. ft.)
- Clean and disinfect kitchen area once weekly
  - Sweep and mop floors
  - Wipe/disinfect counter and tables.
  - Damp wipe sinks and fixtures
  - Clean microwave (weekly)
  - Wipe down refrigerator (Quarterly)
  - Empty waste containers
- Sweep and mop all tiled areas weekly
- Low dust all common areas weekly.



## Contractor Responsibilities

Skills, Inc. shall provide janitorial services to include: labor and supervision, standard cleaning chemicals (Envirox H2Orange), dusting rags, and mop heads, needed to perform janitorial services. The contractor shall provide SDS sheets upon request.

The contractor shall ensure that these services are performed in a manner that ensures the health and safety of client's employees and customers and both the sanitary conditions and esthetic appearance of the building. These services shall be furnished in a manner that provides superior customer service and well maintained facilities that present a neat and professional appearance in accordance with all the terms and conditions of the contract.

Contractor will have liability insurance and Contractor's employees will be covered under contractor's worker's compensation.

## Client Responsibilities

Client will provide adequate storage space for all cleaning supplies (i.e. janitorial closets in each building), all paper products such as paper towels and toilet paper, hand soap, trash can liners, dust mop heads/frames or brooms, mop buckets/wringers, toilet mops, cleaning cart, vacuum, cleaning chemicals or supplies, or other necessary or requested items not provided by the Contractor as stated above. Client will provide access to water and a drain for cleaning purposes, dumpster for waste disposal, and access to their facilities at the agreed upon times.

## Fee Schedule

This engagement will be conducted on a Time & Materials basis. The total value for the Services pursuant to this SOW shall not exceed **\$5,279.13** unless otherwise agreed to by both parties.

Janitorial services for NextGen Building will be **\$5,279.16** per year (\$439.93 per month)

Upon completion of this Performance Period, Contractor and Client will have the option to renew this agreement for an additional then-stated number of hours at the then-current hourly rate for those resources identified.

Bill To Address	Client Project Manager	Client Cost Center
Perquimans County 128 N. Church Street, Hertford, NC 27944	Brandon Shoaf, County Manager	N/A

## Invoice Procedures

Client will be invoiced monthly for the janitorial services. Standard Contractor invoicing is assumed to be acceptable. Invoices are due 30 days after receipt.



## Completion Criteria

Contractor shall have fulfilled its obligations when any one of the following first occurs:

- Contractor accomplishes the Contractor activities described within this SOW.
- Contractor and/or Client has the right to cancel services provided with 30 days' advance written notice to the other party.

**IN WITNESS WHEREOF**, the parties hereto have caused this SOW to be effective as of the day, month and year first written above.

NextGen Building

Skills, Inc.

By: \_\_\_\_\_  
Name: Brandon Shoaf  
Title: County Manager

By: \_\_\_\_\_  
Name: Kirk DeVine  
Title: Executive Director

